

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to inform you that my child, [Child's Full Name], a student in [Grade/Class Name], was unable to attend school on [Date(s)] due to [brief reason for absence, e.g., illness, family emergency, etc.].

We appreciate your understanding and support. If possible, please let us know if any assignments or classwork need to be completed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]